

Emergency Shelter Grants (ESG) Program Application Information

I. Introduction

Authorized under Title IV of the Stewart B. McKinney Homeless Assistance Act, as amended by the Housing and Community Development Act of 1992, this program is designed to help improve the quality of existing emergency shelters for the homeless, to make available additional emergency shelters, to meet the costs of operating emergency shelters, provide essential social services to homeless individuals, and to help prevent homelessness.

II. Norfolk's Emergency Shelter Grant Parameters

Proposals must address the issues of homelessness within the environs of the City of Norfolk. Agencies with a proven track record of experience and success in the homeless field are given priority consideration.

Matching funds from grantees are required on a **dollar-for-dollar** (1 to 1) basis. All applicants must provide a letter of agreement with the City stating matching funds will be provided from the resources of the applicant. Sources of the match must be specified.

III. Priority Considerations

Projects that directly contribute to the goals and objectives of the Consolidated Plan and help the City meet federal program requirements will receive greater consideration. These are listed in Schedule A.

IV. Eligible Applicants

Applicants under this program must be registered tax exempt, private not-for-profit entities or in the process of applying for tax exempted status. Proof of this status must be submitted with the proposal.

In addition, applicants must have 504 accessible status or be in the process of obtaining a transition plan for accessibility. Proof of this status must be submitted with the proposal. Applicants must be able to meet other federal requirements relative to the Emergency Shelter Grant program. Pertinent federal requirements are noted in Attachment A. All applicants should be aware however that if funded, additional federal requirements apply.

All applicants that receive funding will be required to have a general comprehensive public liability insurance in the minimum amount of five hundred thousand dollars (\$500,000) per occurrence, with a company licensed to do business in Virginia, and in the aggregate naming the City, its employees and agents as additional insured. (This may result in an increase in the premium). Additional insurance may be required depending on the

Schedule A

Federal Guidelines

- Each activity must be eligible and must address one or more of the three Broad National Objectives; benefit persons of low and moderate incomes, aid in the prevention or elimination of slums or blight, or meet other community development needs of particular urgency.
- Supports actions the City must certify, such as affirmatively furthering fair housing.

Consolidated Plan 2004 - 2008 Objectives

Homelessness

- Support the efforts of the Norfolk Homeless Consortium and its members to meet the needs of the homeless and to reduce or prevent homelessness

Special Needs

- Support the efforts of the GHR HIV Planning Council to meet the needs of this population
- Support private sector efforts to add or improve housing for the disabled
- Assist low-income elderly homeowners in maintaining their property.

Non-housing Community Development Needs

- Increase economic opportunities for low and moderate income persons

All applicants that receive funds must comply with the City of Norfolk's Flow of Funds Requirements. (Attachment B).

V. Eligible Activities

1. Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless.
2. Provision of essential services to the homeless (not more than 30 percent of grant amount may be used for these purposes).

3. Payment of maintenance, operation, up to 10% for staffing costs, rent repair, security, fuel, equipment, insurance, utilities, and furnishings.
4. Homeless prevention services (not to exceed 30% of grant total).
5. Grant administration (not to exceed 5%).

VI. Submission Documentation

The required application format is included. Please note and fulfill the requirements identified in the application checklist. **Six copies of your application must be submitted, one of which should be unbound.**

A workshop to discuss the application form will be held on Wednesday, January 21, 2004 at 5:00 p.m. in 5th Floor Conference Room of Norfolk City Hall. Attendance at the workshop is not mandatory for submitting an application.

VII. Submission Deadline

All projects must be submitted by Friday, January 30, 2004, by 5:00 p.m. to Jeffrey Smith, Office of Grants Management, 508 City Hall Building, Norfolk, Virginia 23510. This requirement is firm as to place, date, and time. Mailed applications should be posted in time to be received by the date and time at the location above. No faxed applications will be accepted. Please provide the name of a contact person, along with telephone number and address. If you have questions or require additional information, please contact Jeffrey Smith, Office of Grants Management at (804) 664-4741,

VIII. Application Review and Decision Process Overview/Calendar

- The application review process has three phases. In the first phase, applications are reviewed by the Consolidated Plan Work Group, which consists of staff from City departments and agencies. Applications are initially reviewed for their eligibility under federal program guidelines. Eligible projects are then reviewed according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program guidelines, and other local priorities. Organizational capacity, experience, and past performance are also considered.
- Working with the Consolidated Plan Work Group is the Consolidated Plan Advisory Group. This is an eleven member citizen group composed of representatives from organizations and groups that advocate for low income persons or persons residing in areas affected by public actions. This group serves in an advisory capacity.

- The Consolidated Plan Work Group prepares a recommendation that is forwarded to the Norfolk City Planning Commission. The Commission holds a public hearing on this recommendation, and subsequently, prepares its recommendation, which is forwarded to the City Council.
- The Norfolk City Council holds a public hearing on the City Planning Commission recommendation. The action of City Council adopts the Consolidated Plan, finalizing the budgets. Upon completion of the process, the City forwards the adopted Consolidated Plan to the U.S. Department of Housing and Urban Development for approval.
- Projects considered at the City Planning Commission and City Council public hearings are limited to those submitted according to the guidelines and time tables outlined in this package. Applicants are strongly encouraged to attend and participate at these public hearings.
- More detailed information describing these and other related citizen participation processes for the Consolidated Plan are found in Norfolk's approved Citizen Participation Plan. A copy of that plan can be obtained from Jeffrey Smith, Office of Grants Management, 810 Union Street, Room 508, Norfolk, VA 23510, (804) 664-4741.

FY 2004 Calendar

1. Application Workshop - Wednesday, January 21, 2004 at 5:00 p.m. in the Department of Planning and Community Development, 810 Union Street, Room 508 5th Floor conference room. Attendance is recommended but is not mandatory.
2. Deadline for receipt of applications –Friday, January 30, 2004, at 5:00 p.m.
3. Applicant Interviews - February 24, 2004
4. Notice to applicants that requests do not meet ESG funding requirements – March 12, 2004. These applications will not receive further consideration.
5. City Planning Commission public hearing on the Proposed Use of Funds Statement – April 1, 2004.
6. City Council public hearing on the Proposed Use of Funds Statement -May 4, 2004*

*Public hearing dates are tentative. Notices of all public hearings will be placed in the Virginian Pilot-Ledger Star and the New Journal and Guide. Please watch for these notices to confirm dates and times of public hearings.

Application Instructions

The following forms can be used for your request. If these forms are not used, your proposal must follow the same format. While additional pages may be used in responding, applicants are **STRONGLY ENCOURAGED** to be brief and very specific in their responses, using only the space provided to the extent possible. **AN APPLICATION MUST BE SUBMITTED FOR EACH PROJECT.** (A project may have several closely interrelated activities. In that case, one application is sufficient.)

The application has five (5) sections. They are:

Application Cover Sheet (Form 1): This summary sheet must be attached to your application.

Statement of Applicant: This statement outlines key conditions relative to the submission of the application. It must be signed by a person with appropriate authority and attached to the application.

Project Description and Budget Statements: This section is designed to provide a complete description of project(s), associated costs, and resources available for project(s) implementation. All requested data must be provided.

Statement of Applicant Experience: This series of questions is designed to highlight the applicant's ability to successfully undertake the proposed project. All questions must be answered.

Supportive Attachments: A list of required supportive documents is provided. Current letters of support are optional.

Make sure you have included all applicable data with your submission. Your application must be complete and correct as of the date of submission. Applications missing substantive items, or misrepresenting material facts, will be considered incomplete, and rejected. **Six copies of your application must be submitted, one of which should be unbound.**

Application Submission Checklist

Instructions: Make sure that you have included all applicable items with your submission. Please ensure that your application is as current and correct as possible as of the date of submission. Incomplete and inaccurate applications will result in rejection of the application.

- A. **Application Cover Sheet** (Please attach to your submission; detail must be provided in the sections below.
- B. **Statement of Applicant**
- C. **Applicant Experience** Indicate your organization's ability to carry out the project(s) and provide a list and qualifications of the persons directly involved with the implementation of the project.
- D. **Needs Assessment** Discuss the specific needs your project will address referencing the City's current Consolidated Plan, as appropriate. Also address the impact of how funding and non-funding this project might impact the needs of others in the community.
- E. **Project Description** Fully describe your project(s) and how they address the needs identified above. Indicate any cooperative efforts with other community organizations.
- F. **Goals and Objectives** List your organizations short/long-term goals and objectives. Relate both to the project(s) described above.
- G. **Implementation Timeframe/Project Schedule** Please include a comprehensive timeline of objectives and anticipated dates of accomplishments for your project.
- H. **Operating Budget and Project Budgets** Include copies of your organization's budget and an projected budget for each proposed project (ensure that specific revenues are defined in support of the document). Be as detailed as possible in the development of these budgets. In your narrative, discuss the impact of reduced funding should only a portion of your request be funded (provide a revised project budget if applicable.)
- I. **Match** Identify all sources (Public/Private/State/Federal/Local) expected to be used as Match for proposed program.
- J. **Required Support Documents** (failure to provide these documents represents grounds for immediate rejection of the application).

1. A copy of the organization's most recent Audit/Financial Statement and a current budget indicating projected revenue sources and expenditures.
2. A list of the organization's Board of Directors which indicates their city and neighborhood of residence and place of employment.
3. Proof of registered tax exempt private not-for-profit status.
4. Proof of 504 accessible status. (Handicapped accessible)
5. Proof of insurance.

K. **Optional Support Documents**

1. Letters of support

A. Application Cover Sheet

Date of Application	
Organization	
Address	
Telephone	
Fax Number	
Name of CEO	
Title	
Application Contact Person	
Title	

Activities	Amount Requested	Number of Beneficiaries
Housing		Units Assisted:
Jobs		Jobs created:
Public Improvements		
Public Services:		
Job training		Persons Assisted:
Youth services		Youth Assisted:
Education programs		Persons Assisted:
Other:		
Total CDBG Request		
Total Assisted Units *		
Total Assisted Households*		

* Please do not double count. If a household or unit receives more than one type of assistance, please only count it once.

B. Statement of Applicant

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That this request maybe forwarded for consideration under other budget processes if it is determined that alternative sources may be appropriate.
3. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
4. That the City of Norfolk may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
5. That, if the project(s) is recommended and approved by City Council, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
6. The City of Norfolk reserves the right not to fund any submittals received.
7. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
8. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines
9. That past program and financial performance will be considered in reviewing this application.
10. That services are to be provided at no cost to citizens during the grant period. All program income (i.e.: fees, repayments, foreclosures, etc.) must be remitted to the City.
11. That, if the project(s) is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
12. That, if project(s) is funded, the City will perform an environmental review prior to the obligation of funds.

13. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the City.
14. That a project's funding does not guarantee its continuation in subsequent action plans.
15. That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in Virginia, and in the aggregate naming the City, its employees and agents as additional insures) will be submitted to the City prior to receiving funds.
16. That proof of Fidelity Bonding, in an amount to be determined by the City of Norfolk, with a company licensed to do business in Virginia will be submitted to the City prior to receiving funds.
17. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.
18. Agrees to abide by the City of Norfolk's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.

By signature below, the applicant acknowledges the above in its name on this

_____ day of _____, 2004.

Name of Organization

By:

(Signature)

(Title)

Application

The following forms can be used for your request or as part of your request, however, if these forms are not used, your proposal must follow this same format. Additional pages may be added to each of the sections, as necessary (copy provided). Attach the necessary documents as described in the application.

C. Applicant Experience

1. Indicate similar projects or past activities your organization has previously undertaken.
2. Indicate outcome of past similar programs in terms of measurable results. (For example the number of homeless assisted)
3. State previous experience working with public or private funding sources.
4. State qualifications of person directly involved with the implementation of project. Include education, work background, and years of experience. Please provide an organizational chart and detail current duties and responsibilities of individuals as they relate to the proposed project.

D. Needs Assessment

1. State the specific needs and the targeted population your project is addressing referencing the City's current Consolidated Plan.
2. State the impact of the non-funding of this project. Who will be affected and how?
3. State how addressing this problem might impact other needs in the City and/or community.
4. Identify and substantiate gaps in current programs.

E. Project Description

1. Fully describe your project(s) and state how they will address the needs you previously identified.
2. State how you plan to measure the outcome of your program and project.
3. What service gaps will your project or program address?
4. State cooperative efforts with other community organizations.

F. Goals and Objectives

1. State your organizations short and long term goals and list under each goal the objectives that are necessary in order to accomplish the stated goals.
2. Relate your stated goals and objectives to the project for which funding is requested.
3. Describe how your objectives will be measured.

G. Implementation Timeframe/Project Schedule

1. Fully address the main steps required to successfully complete the project.

2. Indicate the initiation and completion times for each step.

H. Operating Budget and Project Budgets

1. In your narrative, discuss the following:
 - a. The impact of reduced funding should only a portion of your request be

funded (provide revised project budget, if applicable).

- b. Will requested funds be used to leverage other financial resources?

Organizational Budget

Annual Organizational Budget	
Revenue:	
Donations	

Interest	
Allocations	
Sales	
Grants (list separately)*	
Others (list)	
Total Revenue	
Expenditures:	
Direct Sales	
Administrative Salaries	
Benefits	
Professional Services	
Rent	
Utilities	
Office Supplies	
Equipment	
Postage/Shipping	
Printing/Publications	
Travel	
Training	
Memberships	
Business Licenses	
Insurance	
Interest	
Others (list)	
Total Expenditures:	

*** Note: Do not include the resources (funds) requested in the application**
ESG Project Budget

ESG Project Budget			
Activity	ESG Funds	Match	Total
Major Rehabilitation (list each project)			
1.			

2.			
3.			
Building Conversion			
Rehabilitation/Repairs (list each project)			
1.			
2.			
3.			
Operations/Maintenance (Itemize)			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
ESG Project Budget cont.			
Total Operations/Maintenance Expenses			
Services (Itemize)			
1.			

2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Services Expenses			
Grand Total			

ESG Program Budget

Annual ESG Program Budget	
Revenue:	
Donations	
Interest	
Allocations	

Sales	
Grants (list separately)*	
Others (list)	
Total Revenue:	
Expenditures:	
Direct Sales	
Administrative Salaries	
Benefits	
Professional Services	
Rent	
Utilities	
Office Supplies	
Equipment	
Postage/Shipping	
Printing/Publications	
Travel	
Training	
Memberships	
Business Licenses	
Insurance	
Interest	
Others (list)	
Total Expenditures:	

*** Note: Complete this form if the annual project budget is different from the annual organizational budget.**

Project Budget

Additional Funding Sources*	
Other Federal Sources: (List all other Federal Funds received for this ESG Project IE: FEMA)	Total:
1.	
2.	
3.	
4.	
5.	
Private Sources: (List funds received from Foundations, the Faith Community, Donations, United Way & etc.)	Total:
1.	
2.	
3.	
4.	
5.	
Fees:	Total:
1.	
2.	
3.	
4.	
5.	

Additional Funding Sources cont. *	
Other Sources: (List funds received from State Grants, Interest, and other sources not specified above.)	Total:
1.	
2.	
3.	
4.	
5.	
Total Funding:	

***Note: Do not include the resources (funds) requested in this application.**

I. Support Documents

PLEASE ATTACH TO THIS SHEET THE FOLLOWING REQUIRED SUPPORT DOCUMENTS. (Failure to provide these documents represents grounds for immediate rejection of application.)

1. A copy of the organizations most recent Audit/Financial Statement and a current budget indicating projected revenue sources and expenditures.
2. A list of the Organization's Board of Directors which indicates their address, phone, neighborhood of residence, place of employment and term of appointment.
3. Proof of registered tax-exempt private not-for-profit status.
4. Proof of 504 accessible status. (Handicapped accessible)
4. Proof of insurance.

J. Optional Support Documents

1. Letters of support- Must be current and address the support of the proposed program or project for which funding is requested.

A. Application Cover Sheet

Date of Application	
Organization	
Address	
Telephone	
Fax Number	
Name of CEO	
Title	
Application Contact Person	
Title	

Activities	Amount Requested
Major Rehabilitation	
Building Conversion	
Rehabilitation/Repair	
Operation/Maintenance	
Services	
Total ESG Request	
Match (\$1 for \$1)	

CITY OF NORFOLK

Emergency Shelter Grant Program

APPLICATION

PROGRAM INFORMATION AND

SUBMISSION REQUIREMENTS

January 2004

